**Education Management Information System Programme (EMIS)
and Related Activities: Annual Program Summary and
Fourth Quarter Progress Report October – December 2002
R. Drake Warrick
January 2003**

[Please note that appendices for the fourth quarter progress report are not
included in this file]

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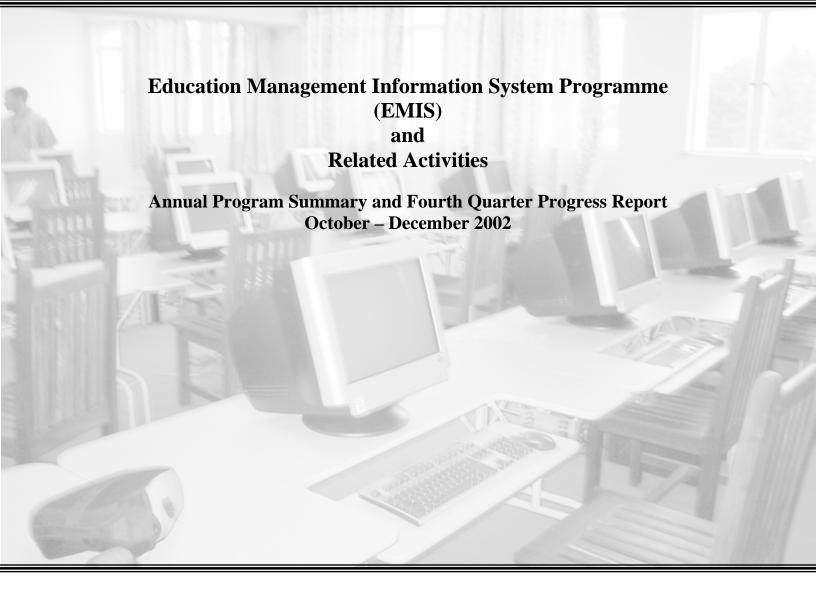
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Education Management Information System Programme (EMIS) and Related Activities

Annual Program Summary and Fourth Quarter Progress Report
October – December 2002

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ANNUAL PROGRAMME SUMMARY

TASK 1

EMIS and MOE staff completed a **needs assessment** to determine the information technology and training needs of MOE staff at headquarters, in the districts, and in the provinces. We also solicited **ministerial input** to determine resource requirements and constraints, to revise and distribute the annual school census, and to produce ED*ASSIST reports according to MOE needs.

Historical **data from 2000 and 2001** have been cleaned and are now available. **49 reports** from these data are available at **6 geographic levels** with **17 filters**. Data from before 2000 were not **imported into ED*ASSIST**, but are retained in a separate database programmed called IMPS. This decision was made because of the staff time and resources needed to import that data and the limited utility of doing so as the data are already available in their current form.

Current data from **2002** have been gathered, cleaned, and organized so that they are currently available. There are **20 base reports** and **5 custom reports** as of November 2002.

The **2002 questionnaire** was revised, printed, and distributed in the 1st quarter of 2002. The **data gathering** was accordingly moved to the spring and the **data entry** was completed by July 2002. This allowed the MOE to access "this year's data this year." The process went smoothly and efficiently.

The **2003 questionnaire** was revised, printed, and distributed in the 4th quarter of 2002. This will enable the data collection and dissemination to occur even more efficiently in 2003.

The procurement of **hardware, software, and peripherals** for information technology at the MOE headquarters, provincial, and district levels was completed in the 4th quarter. This process involved soliciting multiple quotes from Schedule 70 vendors in the US, arranging shipping on a US flag carrier, and clearing customs in South Africa and Zambia. The equipment was distributed and installed in December 2002 and an **inventory system** was established.

These activities have prepared for the **decentralization of EMIS** in several ways. The procurement of equipment for the provincial and district levels enables local use of data for decision-making. Reports available at 6 geographic levels enable decision-makers at every level to have data for their jurisdiction. The needs assessment focused on the specific needs at various levels to target the specificities of all.

TASK 2

The **training needs analysis** informed plans for training programmes targeting stakeholders at all levels. The analysis found very low levels of information technology familiarity at all levels, particularly in the districts and provinces. Plans for training **Headquarters, provincial, and district staff** have been developed in response. Staff in provinces not included in the pilot will be included in the training programme. Further, **instructional modules** for these training programmes have been developed in the form of manuals that will also serve as on-the-job reference guides for trainees.

EMIS and MOE staff have attended **educational workshops.** Beatrice Mugwagwa traveled to Ethiopia to represent Zambia and EMIS in September. Drake Warrick went to Namibia to convene with Namibian EMIS staff and compare programmes.

As described above, the MOE headquarters, Eastern, and Southern Provinces have gained **improved information technology.** In addition to the PCs, printers, fax machines, software, and peripherals sent to the provinces and districts, the MOE headquarters received significant networking resources. A wireless network was installed, the servers were upgraded, and a training lab was established.

Changes in the Annual School Census inform the MOE on **HIV/AIDS** issues and will continue to improve in this regard.

TASK 3

Consultants have coordinated project efforts with regard to Task 4. A workplan to **enhance the capacity of the Examinations Council** was completed in the 3rd quarter. EMIS staff, consultants, and MOE staff have begun the planning process for an **international assessment workshop** to be held in May 2003.

TASK 4

Planning for Task 3 activities has commenced and activities will begin in early 2003.

TASK 5

The EMIS project has worked with USAID to collect, collate, analyze, and present data required for **SO2 management and reporting**. These data were provided to Winnie Chilala in September 2002. **Project progress** and **project financial information** have been charted in quarterly reports.

EXECUTIVE SUMMARY

For a programme description and an explanation of the purpose of quarterly reports, please see Appendices A and B, respectively.

TASK 1
- The 2003 Annual School Census finalized, printed, and distributed.
- Data from 2000 and 2001 cleaned and made available in December.
- 20 base reports and 5 custom reports completed November 2002.
- Planning for managerial training to begin January 2003.
- 9 training manuals completed and training schedule finalized.
- Hardware, software, and peripherals procured, shipped, distributed, and installed in MOE headquarters, Eastern Province, and Southern Province.

TASK 2
- Invitations to training finalized and sent to pilot province, pilot district, Northern Province, Eastern Province, MOE managerial, and MOE headquarter staff.
- Improved information technology equipment installed and set-up at MOE headquarters.
- Improved information technology equipment installed and set-up in Southern and Eastern Provinces.
- Improved information technology equipment installed and set-up districts of Southern and Eastern Provinces.
- Training schedule for January—May 2003 finalized.
- Survey questions on HIV/AIDS modified and included in 2003 Annual School Census.

TASK 3
- Final grade 4 competency test workplan was completed by EMIS consultants and ECZ staff.
- Planning commenced for international assessment workshop to be held in May 2003.

TASK 4
- Planning for team to focus on community data collection and use.

TASK 5
- Inception report and third quarter report finalized.
- Meeting with USAID on report standardization.

ACCOMPLISHMENTS BY TASK FOR THE QUARTER

In this section the progress and achievements attained during the October to December 2002 quarter will be highlighted for the major components of the EMIS programme.

TASK 1 - Education Management Implementation System (EMIS)

1. Progress on Indicators

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
1. Conduct EMIS needs assessment including resource requirements	Develop equipment specifications and determine resource requirements	Implementation workplan	March 2002	Completed March 2002
Activity 1. Work completed in 2nd quarter 2002. It involved elaboration of both statistical and transactional requirements for EMIS in light of decentralization plans, extent of reengineering, staff capacity, procurement needs, stage of development of School Mapping, and key political timing points.				
2. Import historical data in to ED*ASSIST	Available historical data in readily accessible form	Production of report from ED*ASSIST	December 2002	Not to be completed
Activity 2. Data prior to 2000 is retained in a separate database programme called IMPS. This decision was made in the 3rd quarter 2002 and is explained in that quarterly report.				
3. Create reports from backlog of data	Available historical data	Production of reports from ED*ASSIST	(a) 2000 and 2001 data readily available by December 2002; (b) 20 standardized reports; (c) multiple geographic levels; (d) filters for data	(a) Data for 2000 and 2001 cleaned and available in December 2002; (b) 49 standardized reports (completed 3rd quarter 2002); (c) 6 geographic levels (completed 3rd quarter 2002); (d) 17 filters for data (completed 3rd quarter 2002).
Activity 3. Historical data has now been made available for use in the MOE.				

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
4. Modify or redesign Annual School Census questionnaire	Streamlined data entry process;	(a) Stakeholders review and pilot testing; (b) new survey layout and questions	July 2002	Completed July 2002

Activity 4. We have provided technical assistance and solicited input from MOE officials to improve the Annual School Census by reducing existing problems, adding questions related to HIV/AIDs, and improving data entry ease.

5. Move data gathering for school year to early in school cycle	Generate next year's Annual Census documents at end of prior year	(a) 2002 survey printed and distributed; (b) 2003 survey printed and distributed; and (c) 2004 survey printed and distributed	(a) April 2002; (b) December 2002; and (c) December 2003	(a) Completed April 2002; (b) Completed December 2002

Activity 5. This is the first step toward insuring that "this year's data is available this year." It gets the survey forms out to the schools so that school officials have enough time to complete them before they are due, with an eye to future data deadlines.

6. Produce EMIS output reports	Information readily available through ED*ASSIST reports	Routine requests for information disseminated through readily available reports	20 ED*ASSIST base reports and 5 custom reports in first year	20 ED*ASSIST base reports and 5 custom reports completed November 2002

Activity 6. We have been applying the new Data Dissemination Module programme to produce reports in response to data requests from both inside and outside the MOE.

7. Develop and adjust ED*ASSIST inputs/process/ outputs, based on Policy/ Managerial training and other Ministerial inputs	Procedure for maintaining systems relevance to the Zambian environment	(a) Stakeholder meetings (b) Evolving ED*ASSIST processes	(a) Changes made in the Annual School Census; (b) Managerial EMIS Training; (c) Ministerial inputs toward improving EMIS platform	(a) Changes made in Annual School Census; (b) Planning for managerial training to begin in January 2003 has taken place; (c) Ongoing improvements are constantly being made as the result of our close collaboration with MOE staff

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
Activity 7. This ongoing activity has involved, and will continue to involve, close collaboration with our colleagues at the MOE to improve the applicability of software to MOE needs.				
8. Prepare for implementing decentralization of EMIS functions	Completion of skills training for EMIS activities	(a) Development of confirmed schedule; (b) Registration of participants	(a) 13 class manuals produced; (b) Training schedule developed; (c) Submission of registration documents after training (May 2003)	(a) 9 class manuals completed; (b) Training schedule finalized
Activity 8. Our primary mode of preparation is the extensive training programme we have arranged for MOE staff at all levels. This training will provide MOE staff with the skills, knowledge, and experience to begin taking ownership of the EMIS platform at all levels by suggesting data to be collected, generating data on demand, maintaining and building upon the equipment infrastructure, and asking data-oriented policy questions.				
9. Procure hardware/ software required for the EMIS	Procurement completed during first year	(a) Receipt of equipment in Washington; (b) Receipt of equipment in Lusaka; (c) Equipment and related supplies installed at district level; (d) Inventory of non-expendable equipment	(a) Equipment in Washington by June 2002; (b) Equipment in Lusaka by August 2002; (c) Equipment installed by August 2002; (d) Inventory submitted to MOE by September 2002	(a) Arrived by September 15 2002; (b) Arrived in Lusaka in December 2002; (c) Installed in December 2002; (d) Inventory will be complete by January 2003
Activity 9. Procurement of hardware, software, and related supplies has been completed according to procurement regulation and contractual agreements.				
10. Create stronger links between ED*ASSIST and support agencies	Various sources of data being captured within ED*ASSIST	(a) Departments other than the Planning Unit utilizing ED*ASSIST; (b) Definition of common numbering scheme for all schools linked to school mapping data	(a) Personnel and accounting units "plugged in" to ED*ASSIST to the extent necessary and possible; (b) School mapping data linked by June 2003	Not yet completed.

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
Activity 10. Collaboration among development projects leverages funds, eliminates redundancy, and increased effectiveness.				
11. Complete information organization/cleaning	Data readily available for dissemination	Routine requests for information disseminated through readily available reports	Cleaning completed by December 2002	Completed December 2002
Activity 11. These exercises remove inaccuracies from the databases and make information more reliable for reporting.				

2. Highlights

Backlog of Historical Data
During the fourth quarter, we completed the development of the Basic-School Data Dissemination Module. The quarterly activities focused on cleaning the 2000 and 2001 data so that it was available for use by the middle of December.

Annual School Census
AIR, AED, and the MOE provided extensive reviews of the annual school census forms. These changes were all implemented.

After making the changes, the surveys were printed and distributed to the district level. The printing process went smoothly and the distribution proceeded more quickly than anticipated. Instead of the MOE taking surveys to the provincial offices for the districts to pick up, most districts picked up the surveys in Lusaka when representatives were in the capital city for other meetings. The few remaining surveys were distributed to the provinces as planned and have been picked up by the districts. This puts us on schedule for the collection, entry, and use of 2003 data during 2003. (See Appendices E, F, G for the Basic School, Secondary School, and Community School Questionnaires, respectively.)

IT Equipment
During the fourth quarter, the equipment was shipped from Baltimore to Lusaka, using a U.S. flag carrier. The container went by sea from Baltimore to Durban and ran into a slow customs process and a bottleneck of aid cargo in South Africa. First, the trucking company could not quickly raise a road bond for the value of the IT equipment. The customs officials then took a long time to scrutinize (without ever opening the container) the shipment because of its high value. By the time these processes had been completed, the South African transport infrastructure was so overwhelmed by aid cargo for Southern Africa that they instituted an embargo on non-essential aid cargo (everything but staple food and fuel). Suddenly the embargo was lifted and it took about two weeks for the container to go from Durban through Zimbabwe to Lusaka. It arrived in December and

was immediately off-loaded and stored in the USAID warehouse while it was sorted, inventoried, and distributed.

Opening Ceremony
On December 19, US Ambassador Martin Brennan and the Minister of Education addressed the opening ceremony for the computer lab and expanded network at MOE Headquarters. The Permanent Secretary opened the event followed by Ambassador Brennan who talked about USAID's current education projects in Zambia and contextualizing the need for an improved EMIS system. The Minister followed with a discussion of the MOE's five year plan. He emphasized the relevance of the EMIS project to the decentralization of the MOE, outlined project accomplishments thus far, and suggested immediate plans for the utilization of the growing EMIS system. The newspapers covered the event, misquoting the cost of the equipment to be $350,000,000 rather than $350,000 and reporting the presence of the USAID director rather than the US Ambassador.

Software Development
Various modifications have been made to the software based on changes made in the collection forms. Such changes were made in response to the input from various stakeholders, particularly MOE staff, and have been submitted to AED Washington for review in the fourth quarter. AED Washington will assist with programming for the 2003 school census exercise for the purposes of programming the system for the 2003 school census exercise. Managerial EMIS training will take place between January and May, one week per month. Ministerial inputs will be solicited during and after the training.

Training Lab
As soon as the IT equipment arrived in Lusaka, we sorted and inventoried that which was going to the MOE headquarters. We borrowed a small trailer to use in conjunction with a roof rack atop the project vehicle to transport the servers, computers, UPC units, and desks to the training lab for installation. John Kaumba and Stanley Muyunda set up the lab and networked the new computers during the month of December.

Training Programme (see Task 2 below for more information)
Plans for the training programme were finalized with participating officials and staff. On October 9, EMIS staff met with provincial officials for a EMIS Pilot Programme Briefing. These meetings introduced staff to the proposed training programme and solicited input. Implementing this input, Drake Warrick sent a memo to all relevant officials in November outlining the final plan for training, describing the registration progress, and advertising the syllabus (see Appendix D). Development of training manuals for these classes were completed and the manuals were printed in December. The manuals will serve as texts for the training as well as references for trainees in their normal duties.

Information Organization and Cleaning
This quarter Data Entry personnel, supervised by Ms. Beatrice Mugwagwa completed a heavy editing exercise on the existing data for 2000, 2001, and 2002 to remove inaccuracies from the database and to make information more reliable for reporting.

Leveraging of funds
Through cooperative work with DANIDA and the MOE plans were develop for a wireless network that would link the MOE Headquarters with the Exams Council of Zambia (ECZ), the Teacher Education Department (TED), and the Curriculum Development Center (CDC). This collaborative technical and financial effort yielded a functioning wireless network between the buildings. The exercise spent about $5,000 of EMIS project funds on the effort while DANIDA spent about $26,000.

TASK 2—Capacity Building

1. Progress on Indicators

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
1. Inclusion of staff outside of pilot provinces in EMIS training	Staff identified in other provinces to participate in pilot programme	Participation in EMIS training by staff from Northern and Western provinces.	(a) Identify and invite 5 staff each from Northern and Western provinces; (b) 5 staff from each participates in EMIS platform training	(a) Provinces notified in May 2002 and staff invited in September 2002. Official plans made in December 2002 to begin in January 2003
Activity 1. Training activities will build capacity among staff whose provinces are not yet participating in the EMIS pilot.				
2. Participation in educational workshops	Staff sent to educational workshops	Trip reports	3	1
Activity 2. Educational workshops facilitate the sharing of ideas and research across national lines.				

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
3. Provide improved information technology in MOE Headquarters	Procurement and installation of network, computer, and related equipment	(a) New IT equipment in MOE headquarters (b) Functioning network	August 2002	(a) IT equipment installed at MOE HQ in mid-December 2002. (b) Functioning network at MOE HQ in December 2002.
Activity 3. Technology equipment was procured in one large order to economize on shipping, insurance, and transport costs. Please see procurement lists in 3rd quarter report for complete invoice. Note that MOE HQ will be using second computers and related equipment from the districts until April 2003 to supply the training lab.				
4. Provide improved information technology in Eastern and Southern Provinces	Procurement and installation of computer and related equipment	(a) New IT equipment in Eastern and Southern districts and provinces	August 2002	Not yet completed.
Activity 4. Technology equipment was procured in one large order to economize on shipping, insurance, and transport costs. Please see procurement lists in 3rd quarter report for complete invoice. Note that second computer and related supplies will be used at MOE HQ until April 1, 2003.				
5. Provide policy/ managerial level training	Managers in the MOE have been trained	Adoption of EMIS related policy	(a) Managerial EMIS Training	Not yet completed.
Activity 5. MOE managers must be trained to promote sustainability and full utilization of the EMIS programme.				
6. Conduct training needs analysis	Produce training programme	Trip reports from Southern and Eastern province	April 2002	April 2002
Activity 6. Completed in first quarter.				
7. Provide EMIS and technical training to headquarters staff	Evidence of major training having been completed	Staff registration records from training	Provide 5 weeks of training to 10 staff	Training schedule finalized in December 2002.

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
Activity 7. To commence 1st quarter 2003.				
8. Provide EMIS and technical training to Provincial and District staff	Evidence of major training having been completed	Staff registration records from training	Provide 5 weeks of training to 77 staff	Training schedule finalized in December 2002.
Activity 8. To commence 1st quarter 2003.				
9. Provide advanced technical training to headquarters staff	Evidence of major training having been completed	(a) Identification of relevant courses; (b) Course registration records	3	Not yet completed.
Activity 9. This activity cannot be effectively acted upon until the MOE has hired three key IT staff for the planning unit, as part of the restructuring effort.				
10. Develop and or provide for on-the-job training, job aids, self-instructional modules, workshops, study tours, and specialized in-country and third-country training.	Number of training materials and training opportunities made available to Planning Unit, Eastern and Southern Provincial staff	(a) Training materials; (b) Course registration records; (c) Trip reports (d) Workshop records	(a) 12 manuals (b) 5 weeks of attendance (c) ? trip reports (d) ? workshops	(a) 9 manuals (b) Training schedule finalized in December 2002.
Activity 10. Drake Warrick prepared extensive training materials to address Zambia's specific EMIS needs based upon the needs assessment.				
11. Provide technical assistance to improve the Ministry's capacity to obtain, manage, report and use data regarding the impact of HIV/AIDS on basic education.	Inclusion of questions related to HIV/AIDS in annual school census	Analysis of results from census exercise	(a) Revised survey questions for 2003 (b) Have HIV/AIDS data on record in case it is needed	(a) Survey questions revised for 2003.
Activity 11. The annual school census forms now capture more specific data related to HIV/AIDS. These questions involve cause of death for teachers, teacher absenteeism, number of student deaths, and student orphanhood. In collaboration with the HIV/AIDS component of the Ministry, the EMIS programme will identify further indicators that can be included in the EMIS system for annual reporting purposes.				

2. Highlights

Radio Tower Installation

After exploring various networking possibilities to connect MOE Headquarters with the Exams Council of Zambia (ECZ), the Teacher Education Department (TED), and the Curriculum Development Center (CDC), EMIS and MOE staff decided to establish a wireless network. It was further decided that it was best for the MOE to erect its own radio tower rather than lease the use of another tower. The tower was built atop the MOE Headquarters and was completed in early October. DANIDA funded the materials (radios, routers, mast, and antenna), construction, and installation (including cabling) at a total cost of about $26,000. The EMIS project contributed about $5,000 to the effort. Most of the rest of the quarter was spent troubleshooting network problems with electricity and radio signals until finally, in December, much of the MOE had reliable connectivity.

Maintenance Support

A maintenance contract with InstantSystems in the Eastern Province was signed. They installed the IT equipment in the districts in December and will continue maintenance on these machines indefinitely. Because there were no suitable service providers in the Southern Province, the EMIS project will rely on Stanley Muyunda, the IT staff member from ECZ, to do routine maintenance and upkeep until such point as there is a suitable service provider in the Southern Province.

Provincial IT Installation

The initial distribution of IT equipment occurred on December 17th. Stanley Muyunda drove in the Southern Province vehicle while John Kaumba drove in the Eastern Province vehicle to deliver to pre-arranged pick-up and drop-off locations. District staff came to these locations to pick up and sign for their equipment. The task went smoothly and was completed in one day.

Training Programme

Plans for the training programme were finalized with participating officials and staff. On October 9, EMIS staff met with provincial officials for a EMIS Pilot Programme Briefing. These meetings introduced staff to the proposed training programme and solicited input. Implementing this input, Drake Warrick sent a memo to all relevant officials in November outlining the final plan for training, describing the registration progress, and advertising the syllabus (see Appendix E).

Individuals have been assigned to one of 5 groups, each of which will attend 5 weeks of training between January and May. The groups are as follows: HQ senior staff; District EOs; PEOs SEOs, SO, HQ staff, PIP—Northern Province, and Technical Advisor—Western Province; District Statistical Officers; and District Education Officers.

Course topics over the five weeks will include PC basics, MS Word, MS Excel, MS Outlook, Internet searching, file management, PowerPoint, and ED*ASSIST. Trainees will be offered courses most relevant to their professional responsibilities and role in the

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EMIS platform. The schedule for the last week of training remains open for further development. It will be completed when the trainers and trainees have a better sense of learning patterns and needs.

The Ministry wants to make every effort to ensure that the EMIS training programme is successful. To this end, it has made special arrangements to provide accommodation to staff traveling from outside Lusaka to attend training. The Fairview Hotel will provide accommodations. However, due to the duration of the training programme and the cost of accommodating the large number of staff from outside Lusaka that will be attending training, staff will be required to share rooms during the week that they are attending training. Staff who wish to be provided with accommodation at the Fairview Hotel will receive half subsistence. If a staff member does not wish to share accommodation with another, that person will have the option to receive full subsistence and can secure accommodation for themselves.

Training Materials
Development of training manuals for these classes were completed and the manuals were printed in December. The manuals will serve as texts for the training as well as references for trainees in their normal duties. Manuals, because of their length, have not been attached as deliverables. If USAID would like copies of these manuals, they are available from Drake Warrick.

TASK 3 - Assessment

1. Progress on Indicators

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
1. Enhance the capacity of Examinations Council personnel in competency test development, implementation, and use.	Develop a grade 4 test development workplan and present workshop training	(a) Final test available in January for use in IRI centers and workshop conducted (b) Workshop for ECZ staff	(a) Mid-January (b) March 2003	Not yet completed
Activity 1. The workplan for this activity was attached to the 3rd Quarter Report. This activity will be followed by a two or three week workshop, run by Diane Garavaglia, to be held in Lusaka in the spring of 2003. The activities are on schedule to date and expected to be completed during the first quarter of 2003.				

2. Highlights

Grade four competence test
Diane Garavaglia submitted a grade four competence test workplan to the ECZ. It was subsequently accepted and initiated. Initial activity brought to light that it was necessary to come to an agreement on how ECZ's concerns would be dealt with. Implementing

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partners agreed that issues and concerns brought out by ECZ would be prioritized and the most important items would be give immediate attention. Other issues would be held and addressed during the workshop to be held in the spring of 2003.

TASK 4 - Community Data Collection and Use

1. Progress on Indicators

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
1. Help communities identify information needs, collect such information, and use it to improve the quality of education overall.	Development of community data resources under EMIS platform	Task force meetings and minutes	December 2003	Not yet completed
Activity 1. No completed activity in this quarter. Activity will begin in the first quarter of 2003 with the implementation of a task team.				
2. Harmonize data points so that efforts of data collection are included in the EMIS reporting framework.	Collaborate with implementing partners to harmonize community data collection efforts	Report of aggregate community data from all implementing partners, including the MOE Planning Unit	December 2003	Not yet completed
Activity 2. No activity in this quarter.				
3. Focus on data regarding HIV/AIDS	Ensure inclusion of HIV/AIDS data in community data collection and organization effort	Development of indicators on HIV/AIDS	December 2003	Not yet completed
Activity 3. No activity in this quarter.				

2. Highlights

Planning
Initial plans have been established to form an EMIS team that will focus on gathering and using community data.

TASK 5 - MOE and USAID Monitoring Requirements

1. Progress on Indicators

Activity	Indicator	Means of Verification	Target	Actual as of 12/02
1. Assist USAID in collecting, collating, analyzing, and presenting data required for SO2 management and reporting for USAID/Zambia's Results Review and Resource Request annually	Provision of reports to USAID/Zambia on request	(a) Report on five Strategic Objective indicators (b) Meet USAID ad hoc data requirements	(a) September 2002, September 2003	(a) September 2002: (b) As needed. Have already provided data to Winnie Chilala.
Activity 1. These data were provided to Winnie Chilala in September.				
2. Provide information on project progress to USAID/Zambia	Open and timely communication with USAID/Zambia	Quarterly reports and annual summaries	(a) Quarterly reports every third calendar month (b) Annual summary every December as part of fourth quarter report	(a) October 2002
Activity 2. While these activities have not been fulfilled so far, every effort is being made to get "on track" with USAID's reporting requirements. All reports will be up-to-date by the end of the fourth quarter.				
3. Provide financial information on project to USAID/Zambia	Accounting for expenses to USAID/Zambia in a timely fashion	Quarterly reports and annual summaries	(a) Quarterly reports every third calendar month (b) Annual summary every December as part of fourth quarter report	(a) April 2002, July 2002, and October 2002
Activity 3. We have provided, and will continue to provide, statements of financial activity.				

2. Highlights

Report Standardization
Drake Warrick and Corinne Calfee met with Winnie Chilala and Kent Noel to finalize the Inception Report and formalize the reporting standards and formats for the future. Minutes from this meeting are in Appendix D.

PROGRAMME ADMINISTRATION

Software development
The Chief of Party initiated discussions with AED Washington on the development of the Community School module in ED*ASSIST. These discussions will continue into the fourth quarter, when a representative from AED Washington is expected to be in Lusaka.

Network expansion
The EMIS project hired John Kaumba as a Network Engineer to help supervise network expansion work. The project also retained the services of Stanley Muyunda of the ECZ, ProNet, NextTechnology, and Desco to complete the networking and office improvements.

BESSIP funding for training
A training budget was submitted to BESSIP for consideration. This budget would cover the proposed EMIS-related training for Eastern and Southern provinces as well as for select staff from Northern and Western provinces. The funding for this activity is being requested from the African Development Bank (ADB). It would cover accommodation, transport to Lusaka, and per diem subsidies for traveling staff.

Assessment staff
Amy Bacevich and Frank Adamson joined the project team in Washington to work on the assessment activities with Diane Garavaglia.

Travel
Drake Warrick traveled with the Dr. Musonda to Namibia to explore the Namibian EMIS system and meet with Namibian EMIS staff. This weeklong trip suggested new ideas for the Zambian EMIS and confirmed that the Zambian EMIS programme was "on track" for success.

Rich Tobin traveled to Lusaka in early December to meet with project, MOE, and USAID staff.

Corinne Calfee traveled to Lusaka in mid December to inventory EMIS equipment and complete the report-writing activities for 2002. She also met with USAID staff to formalize and finalize reporting formats.

Staff leave
Drake Warrick was on leave for two weeks and George Caldwell for six weeks in December. Staff in Washington also took leave.

CHALLENGES AND LESSONS LEARNED

Radio Tower/Electricity
There have been ongoing problems with the radio tower's functionality that we assume relate to electrical problems. Zesco and Microlink have been working closely with us to resolve the problem as quickly as possible.

Procurement of Equipment
The procurement of equipment has begun, but it is taking far longer than we imagined that it would. First, soliciting 3 quotes from a Schedule 70 vendor for each item proved difficult. Vendors did not carry all of the items we sought. More importantly, though, is that American-made equipment does not come with 220v electrical compatibility or the correct plugs. Finding appropriate equipment at reasonable prices look several weeks. Second, the list of equipment to procure changed over time as the available goods had changed since the list was first drawn up in 2000. For example, Zip drives are being discontinued so we had to devise a new strategy for sharing large files and then solicit new quotes for this strategy. Third, it took the vendors several weeks to fill and our orders. Fourth, finding a freight forwarder who could guarantee a US flag carrier across the ocean and who had done business in Zambia took more time than we anticipated. Finally, shipping the container from Washington to Lusaka took longer than the freight forwarder said it would because ships from Durban to Baltimore only left every two weeks. The longshoreperson strike on the West Coast made it hard to reserve a spot for the container, even leaving from the East Coast.

MOE Funding for Training Lab
In the fall, the MOE guaranteed funding for the procurement of new computers for the training lab. These new computers would free the existing training computers to be transferred to the districts and provinces as the second PC. The funding now appears more tenuous then it originally did. If the MOE does not come up with the money, the training lab facility will be jeopardized.

ANTICIPATED ACTIVITIES IN NEXT QUARTER

Software Development
AED Washington will be assisting to programme the software for the 2003 school census exercise. Managerial EMIS training will take place between January and May, one week per month. Meanwhile, MOE input will be solicited during and after the training.

Annual School Census
The 2003 Annual School Census will be collected from the schools. Copies of the surveys will be made at the district level and the originals will be sent on to MOE Headquarters. District staff in the Southern and Eastern Provinces will participate in a pilot data-entry programme with the newly procured desktop computers, entering their own school data and producing basic reports. Simultaneously, their data will be entered by MOE Headquarters. The results will be compared to assess accuracy at both levels.

Networking MOE Headquarters
The Wide Area Network (WAN) effectiveness will be improved with several trouble-shooting sessions.

IT Equipment Installation
IT equipment will be installed for MOE Headquarters staff as they undergo training. The equipment in the provinces and districts will be up an running. Contingent upon the MOE's willingness to purchase new computers for the training lab, the second computer for each district will be installed in March.

Maintenance Support
Maintenance contracts in the Southern and Eastern Provinces will commence with the installation of the new computers.

Training
Training will commence on January 6. Drake Warrick will teach the first month of courses and the University of Zambia Computer Centre will teach the later months.

Grade 4 Competency Test
We anticipate assisting ECZ with the administration of the 4th grade competency test in January.

Programme Assessment
We will contract ADEA to perform a mid-term evaluation of the EMIS project. We anticipate them coming for approximately one week in February to meet with stakeholders at all levels. They will submit a detailed report about two weeks after their trip to Zambia.

Workplan
We will develop an EMIS workplan for the next 4 years. We will use the ADEA evaluation, meetings with stakeholders, the MOE strategic plan, and the USAID strategic plan to structure and inform this workplan.

Travel
Kurt Moses and David Guemes of AED will be traveling to Zambia. They will work on software updates, meet with stakeholders, and assist with the workplan development.

New Staff
The project intends to hire Mrs. Malyenkuku to assist with Task 4—Community Data Collection and Use.

Assessment
The Grade 4 Assessment will be completed when the final testing takes place at IRI Centers. Planning for a two-week international conference in June 2003 will commence.